

## COMPENSATION & BENEFITS (CONT.)

- **Non-Elective Days** - 10 days per year with the option to buy 1 to 20 elective annual leave days. Annual leave days can be used for vacation, sick or personal leave.
- **Flexible Spending Accounts** - Employees may contribute up to \$400 per month tax-free to Health Care and Dependent Care Spending Accounts. The County contributes \$75 per month to the Dependent Care Spending Account.
- **Savings Plan (401k)** - Optional tax-deferred income plan that includes a County matching contribution up to 4% of employee's salary.
- **Deferred Compensation Plan (457)** - Optional tax-deferred income plan that includes a County matching contribution up to 4% of employee's salary.
- **Holidays** - 11 paid days per year.

## TO BE CONSIDERED

Highly qualified candidates are invited to submit a statement of interest and a comprehensive resume detailing their knowledge, skills, and abilities relevant to this position. Submission should include **ALL** of the following:

1. Candidate's ability to meet the requirements as stated in the Qualifying Experience & Education and Desirable Qualifications & Experience sections of this recruitment announcement.
2. For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.

3. Names of schools, colleges and universities attended, dates attended, degrees earned, and field(s) of study. Please enclose verification of degree(s), licenses and certificates together with the resume.

Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

Materials received by week of **August 30, 2010** will receive first consideration.

Please submit statement of interest, resume, and supporting documents to:

**MARCO MOREJON**  
Department of Human Resources  
**EXECUTIVE RECRUITMENT**  
500 W. Temple Street, Room 555  
Los Angeles, CA 90012  
Phone: (213) 974-2675  
Fax: (213) 613-4773

E-mail Address for Recruitment Folder:  
[ChiefDepHR@hr.lacounty.gov](mailto:ChiefDepHR@hr.lacounty.gov)

**DATE POSTED: AUGUST 11, 2010**

This announcement may be downloaded from the  
COUNTY OF LOS ANGELES website at:  
<http://dhr.lacounty.info>



THE COUNTY OF LOS ANGELES  
Invites Resumes For

# CHIEF DEPUTY DIRECTOR HUMAN RESOURCES (Unclassified)



**Annual Salary  
\$153,601—\$232,488**

**Filing Period  
AUGUST 11, 2010 — Until the Position is Filled**

The County of Los Angeles is an Active Equal Opportunity Employer





## THE COUNTY OF LOS ANGELES

The County of Los Angeles, with a population of more than 10 million people, has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation's motion picture industry, major universities and numerous five-star restaurants. The mountains, deserts, and the beautiful Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County of Los Angeles is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors serves as both the executive and legislative authority of the largest and most complex county government in the United States. A change in the governing structure of the County has all Department Heads reporting to the Chief Executive Officer with the exception of elected officials (Assessor, District Attorney, and Sheriff), the Fire Chief, the Auditor-Controller, the County Counsel, and the Executive Officer of the Board of Supervisors.

The County has an annual budget in excess of \$22 billion, and 37 major administrative units or departments serve the needs of the County's population. The County employs approximately 100,000 full-time personnel to serve its diverse population.

## THE DEPARTMENT OF HUMAN RESOURCES

The Department of Human Resources (DHR) is committed to providing innovative and efficient HR solutions to support public service by recruiting, developing, and retaining a highly qualified, diverse workforce. DHR delivers services which include employee recruitment, benefits administration, employee performance management, and training and development. The eHR project is also underway to automate and streamline various HR processes. DHR serves as central agency for HR and partners with line human resources operations to provide an integrated approach to human resources management with a centralized-decentralized balance.

## MISSION

**Provide innovative and efficient HR solutions to support public service by recruiting, developing, and retaining a highly qualified, diverse workforce.**

The goal for DHR is to deliver the mission, vision and strategic direction of the County through its employees – the individuals who make the difference in providing services for the citizens of the County of Los Angeles. The department's budget is \$49.6 million and has 299 budgeted positions.

## THE POSITION

This position is unclassified and is distinguished by its executive, management and administrative responsibility for assisting the Director of Personnel and is key to the successful administration and implementation of the County's Human Resources' Program. The Chief Deputy Director, Human Resources assists the Director of Personnel in establishing and maintaining Countywide human resources policies and providing monitoring and oversight necessary to ensure the consistent application of these policies.

## KEY RESPONSIBILITIES

- Assists the Director of Personnel in formulating departmental policy, directing implementation and evaluation of work accomplished.
- Assists in the overall management of all operations and programs of the Department of Human Resources.
- Responsible for the department's metrics program and implementation of the departmental strategic plan and any new human resources techniques and programs that will improve effectiveness of the department and enhance customer service.
- Oversees the development and implementation of the Countywide Human Resources system (eHR) which automates recruitment, examination, certification and key HR administrative functions.
- In partnership with line human resources operations, provides an integrated approach to human resources management with a centralized-decentralized balance.

- Assists in development of changes in organization and staffing, to increase effectiveness and efficiency in the delivery of services.
- Serves as the Director's chief liaison and representative with other governmental agencies and other County departments concerning the operations of human resources programs.
- Serves as the Director's representative with other agencies, news media, groups and individuals in the community, including employee relations.

## QUALIFYING EXPERIENCE & EDUCATION

Six years of experience managing, through subordinate managers or high level supervisors, a major segment of human resources in a large and complex public or government agency or private organization.

LICENSE: A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out essential job-related functions.

## DESIRABLE QUALIFICATIONS & EXPERIENCE

- A Bachelor's degree or higher from an accredited college or university.
- Extensive knowledge of the application of human resources principles, practices and techniques necessary to administer a large, and complex human resources program.
- Demonstrated leadership skills and abilities to manage large and complex organizational projects.
- Demonstrated experience working collaboratively with public officials, and outside organizations.
- Extensive experience in strategic planning, policy and procedure development.
- Demonstrated knowledge and experience in the implementation and evaluation of performance-based metrics and customer and program-based improvement initiatives.
- Expert knowledge of federal, State and local labor and employment laws and regulations.
- Demonstrated performance and success implementing efficiencies and innovation in the human resources area for large organizations.

## SELECTION PROCESS

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes considered. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The names of the most highly qualified candidates will be submitted to the Director of Personnel for consideration.

**NOTE:** An extensive background investigation will be completed on the candidate selected for this position.

## COMPENSATION & BENEFITS

### ANNUAL SALARY: \$153,601—\$232,488

This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). The salary range for this position is MAPP Range R-18. The successful candidate may be appointed to any salary within the range, depending on qualifications.

**BENEFITS:** The County of Los Angeles provides an excellent benefits package that allows employees to choose benefits that meet their specific needs as detailed below.

**• Retirement Plan** - The successful candidate may choose either a contributory or non-contributory defined benefit plan. It should be noted that County employees **DO NOT** pay into Social Security, but do pay the Medicare Hospital Insurance Tax (HIT) portion of Social Security at a rate of 1.45%. **The Los Angeles County Employees Retirement Association (LACERA)** has reciprocal agreements with several public retirement systems in California.

**• Cafeteria Benefit Plan** - The MegaFlex Benefits Plan is a cafeteria plan through which benefits may be purchased using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is paid to the employee as taxable income. Benefits available within the MegaFlex Benefits Plan include medical, dental, disability, and life and AD&D insurance. (**NOTE:** Not applicable to County employees who are currently in Flex.)

**"Leading the way to HR excellence through innovation, efficiency and customer service"**